

~~CONFIDENTIAL~~

EXHIBIT B

TO : Administrative Officer

FROM: Chairman, Supervisory Committee
of Credit Union

1. The credit union confirmation cards have been grouped for distribution according to Agency components served by you. You are requested to transmit these cards to the employee using the approved procedure for transmission of Agency classified material.



3. The four-digit number shown on the individual's card or statement is not indicative of the Agency but may be obliterated if deemed advisable.

4. Prior to release to an installation outside Headquarters or overseas, a dispatch should be sent briefly explaining the reasons for the verification and the procedures to be followed. A sample dispatch is furnished for your use in this regard.

5. If the employee is temporarily away from Headquarters or is on leave and expected to return, the card should be retained with other personal documents and given to him upon his return.

6. Statements to personnel not in your Agency component should be returned to Audit Staff, Attention of Supervisory Committee, 2218 Curie Hall, Extension 3845.

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Chairman, Supervisory Committee

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